# Creating PDF Files from WordPerfect

To send documents electronically through the Court's Electronic Records System, they must be saved in *.PDF format. In WordPerfect, that is done through the "print" process. Adobe Acrobat must be installed on your personal computer.

Any attachments or exhibits which are not produced with a word processor, such as mortgage notes, must be scanned. Those scanned images can then be saved in *.PDF format, and the WordPerfect files and attachments can be combined to a single *.PDF file using Adobe Acrobat.

This section provides instructions on printing WordPerfect documents in *.PDF format. Instructions on scanning documents are given in the next section, **Creating PDF Files from Scanned Images**. Finally, the text *.PDF files are united with the image *.PDF files in the section **Combing PDF Text and Image Files**.

Our objectives are that by the end of this section you will be able to:

✓ open a sample document and save it in *.PDF format.
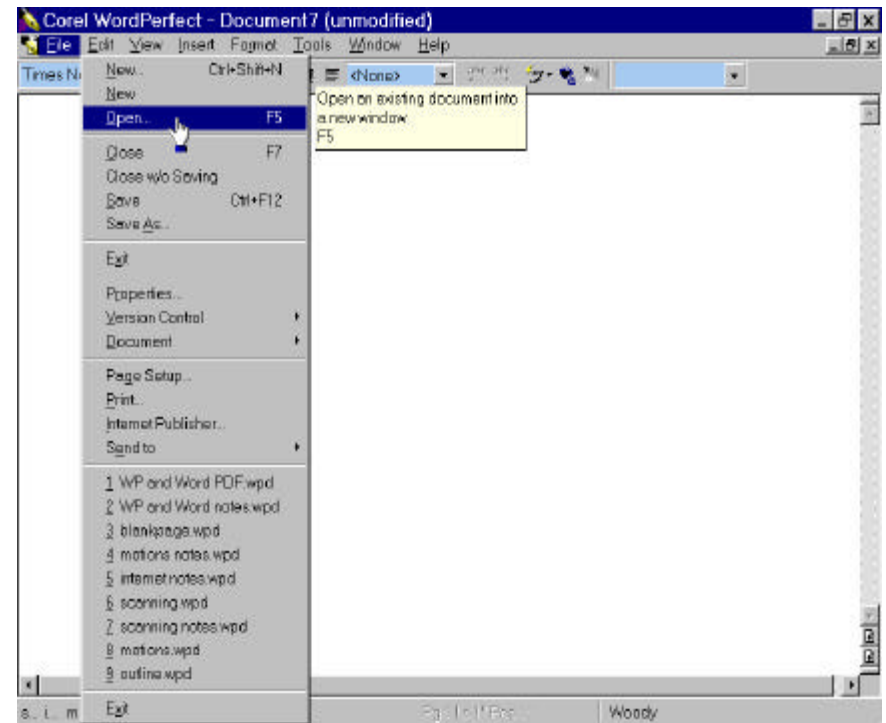
1. To open a file, choose **File, Open**, or click the **Open** icon.
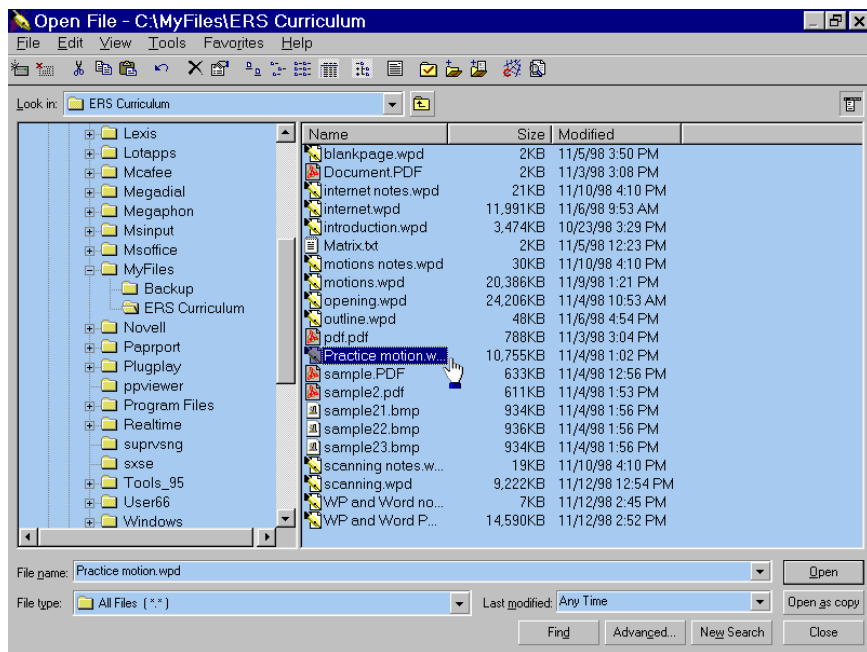
1. Choose the file, "Practice motion.wpd." Double click the name, or click **Open**.
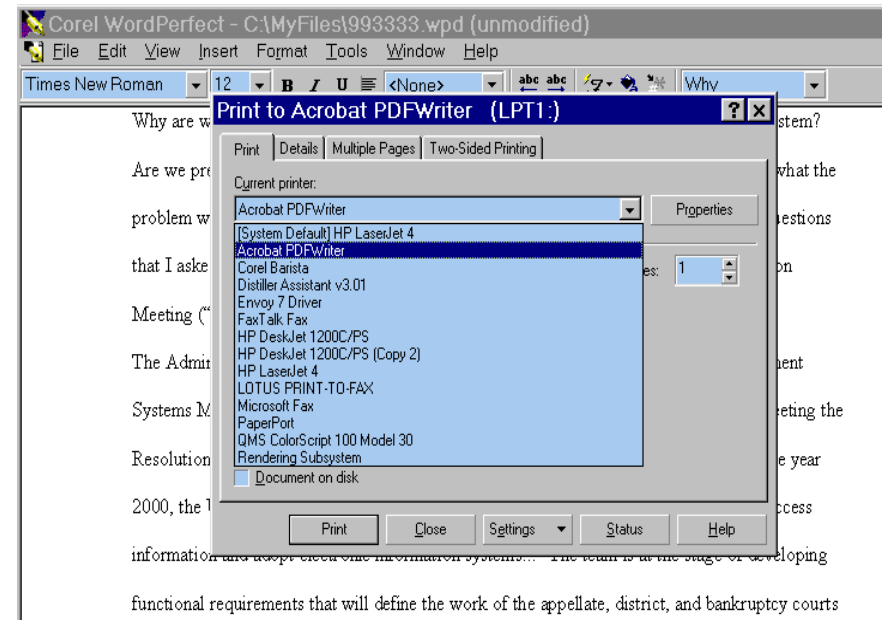
1. Converting a document to *.PDF format is done through the "print" screen. Choose **Print** from the **File** menu, or use a keyboard command.

2. If Adobe Acrobat has been installed on your computer, the **Acrobat PDFWriter** appears on the drop down list of printers under **Current printer**. Choose **Acrobat PDFWriter** as the printer.

3. Click **Print**.

Corel WordPerfect - C:\MyFiles\993333.wpd (unmodified)

File   Edit   View   Insert   Format   Tools   Window   Help

Times New Roman   12   B   I   U   ≡   <None>   abc abc   Why

Save PDF File As

File Name:
9933333.pdf

9933219.pdf
993333.pdf
9933333.pdf

Directories:
c:\ers

c:\
ers

OK
Cancel
Network...

List Files of Type:
PDF files (*.PDF)

Drives:
c:

☑ Prompt for Document Info   ☐ View PDF File

paper as a means to a...
is at the stage of deve...
district, and bankrupto...
ment will then be used...
ic files, and case man...
assist the team with g...
taff. Five ECF review...

were conducted in March, April, and May of 1998. Attendees included a mixture of judg

court staff from each court type. The assignment given to each group was to review seve

of the draft requirements, offer comments, and suggest additional requirements.

1. The **Acrobat PDFWriter** screen appears. Name the file and choose a directory to save it. Click OK.

2. We recommend that you save all your ERS related files in a specified directory. This makes it easier for you to find files to upload to the Court's system. We also recommend that you name your files systematically, for example by including the case number or the debtor's name for the same reason.

Once you have created a *.PDF file from the text portion of your document, you are ready to scan any attachments to that document. That is covered in the section **Creating PDF Files from Scanned Images**.

After the attachments have been scanned, combine the text *.PDF file with the image *.PDF file, and save them in a single *.PDF file. The section **Combining PDF Text and Image Files** shows you how.